

Headquarters FOIA Workflow

Customer

Requests information

HQ FOIA
Office

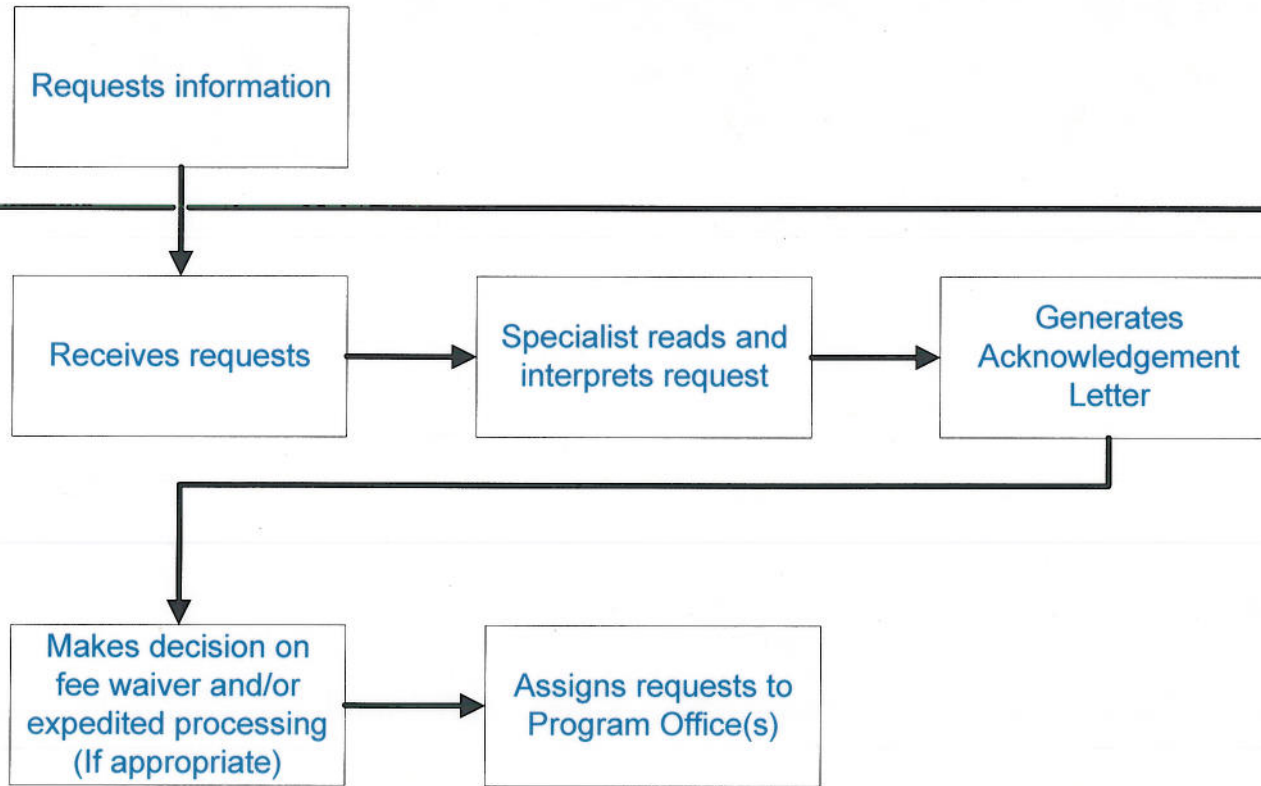
Receives requests

Specialist reads and
interprets request

Generates
Acknowledgement
Letter

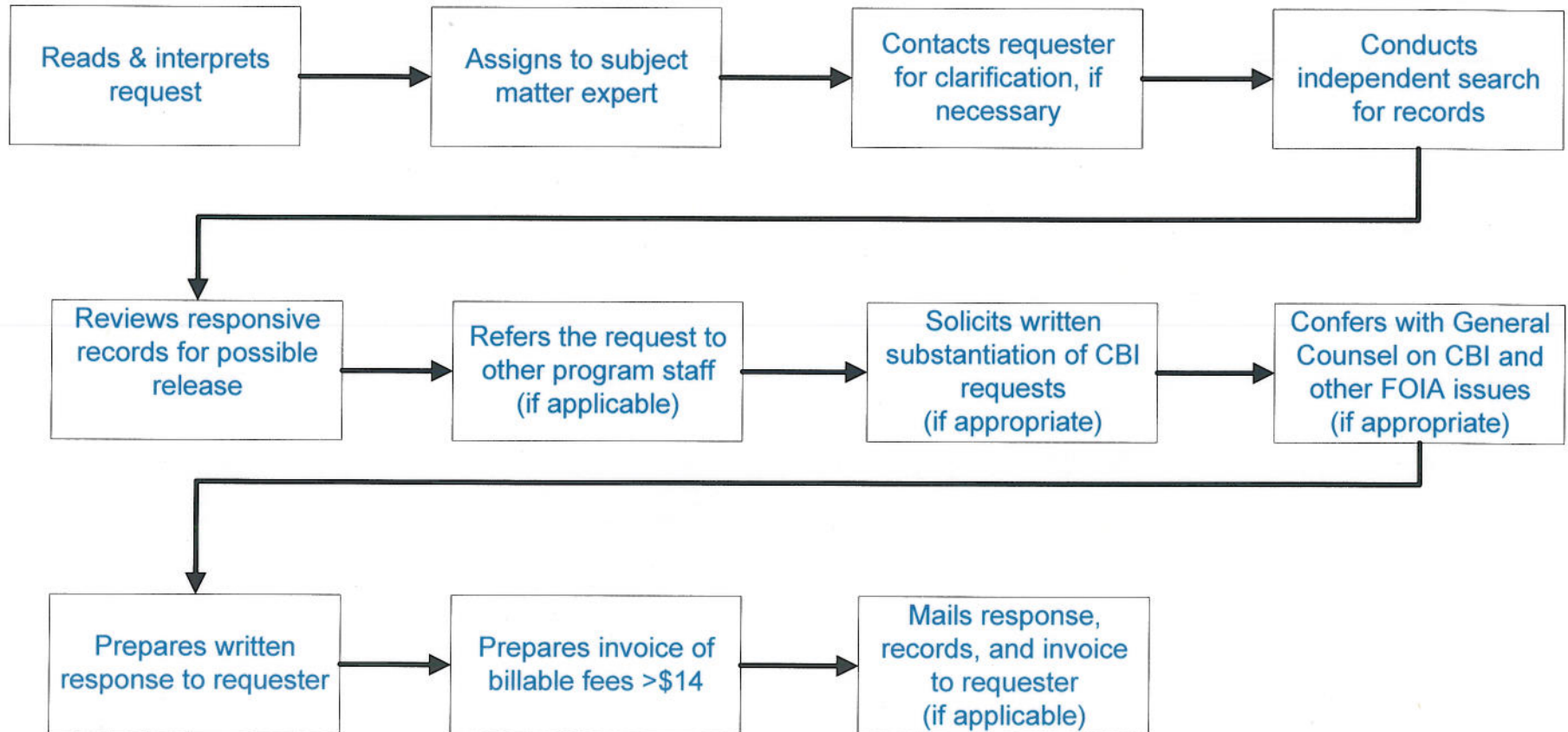
Makes decision on
fee waiver and/or
expedited processing
(If appropriate)

Assigns requests to
Program Office(s)

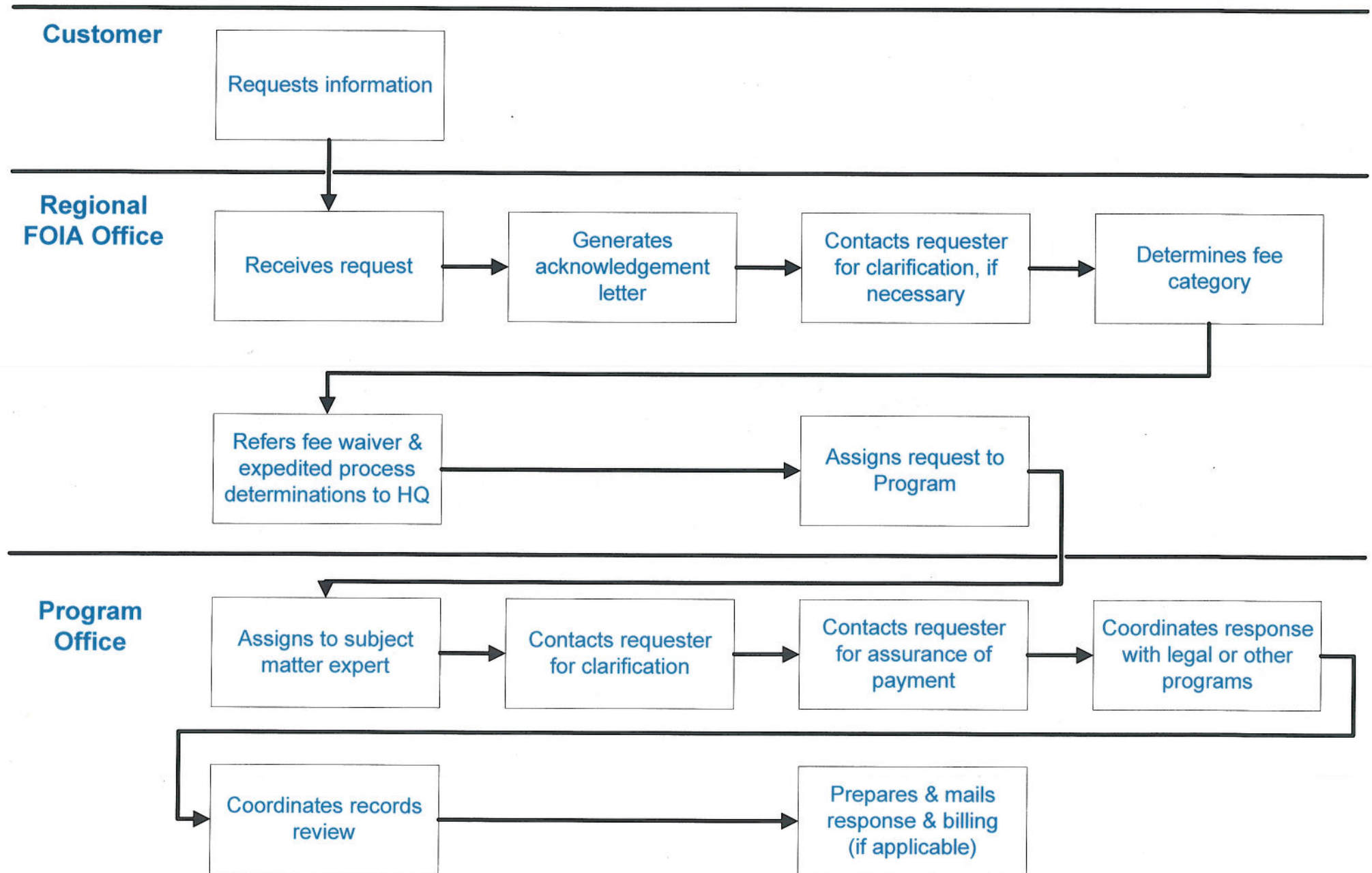


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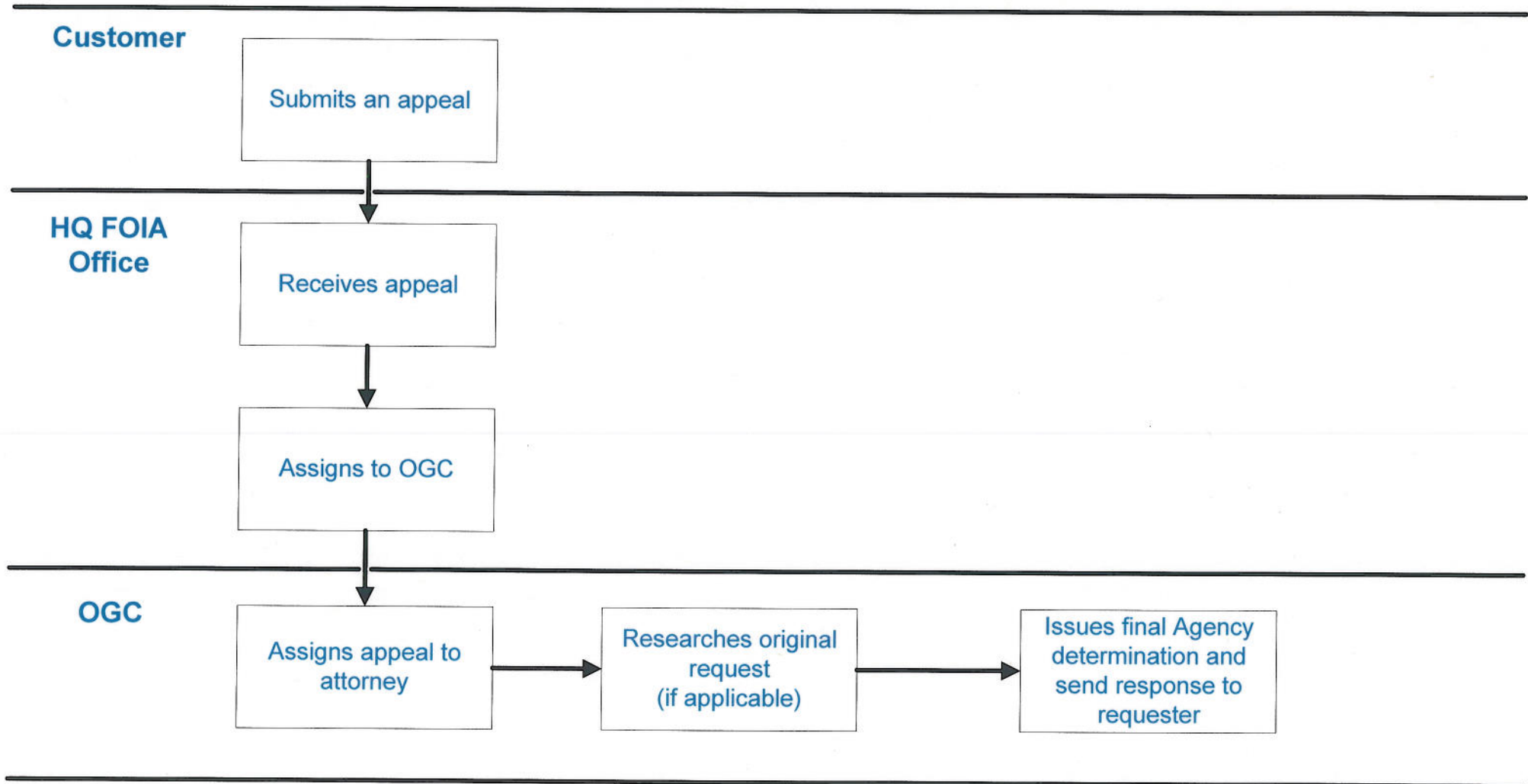
Program Office



Regional FOIA Workflow



OGC FOIA Workflow*



* This excludes appeals filed with the Office of Inspector General